

LOUISIANA STATE LAND OFFICE

ONLINE DOCUMENT MANAGEMENT SYSTEM

USER GUIDE

System Overview

The State Land Office (SLO) Online Document Management System was designed to facilitate the quickest and easiest access possible to the historical and tax documents housed at the SLO. The system allows documents to be retrieved by various search criteria, especially Section, Township and Range. Other search criteria include original owner, dates of sale, patent numbers, and surveyor names. Users of the system can print, save, or order copies of documents. Users can also request help with documents and post feedback to the SLO.

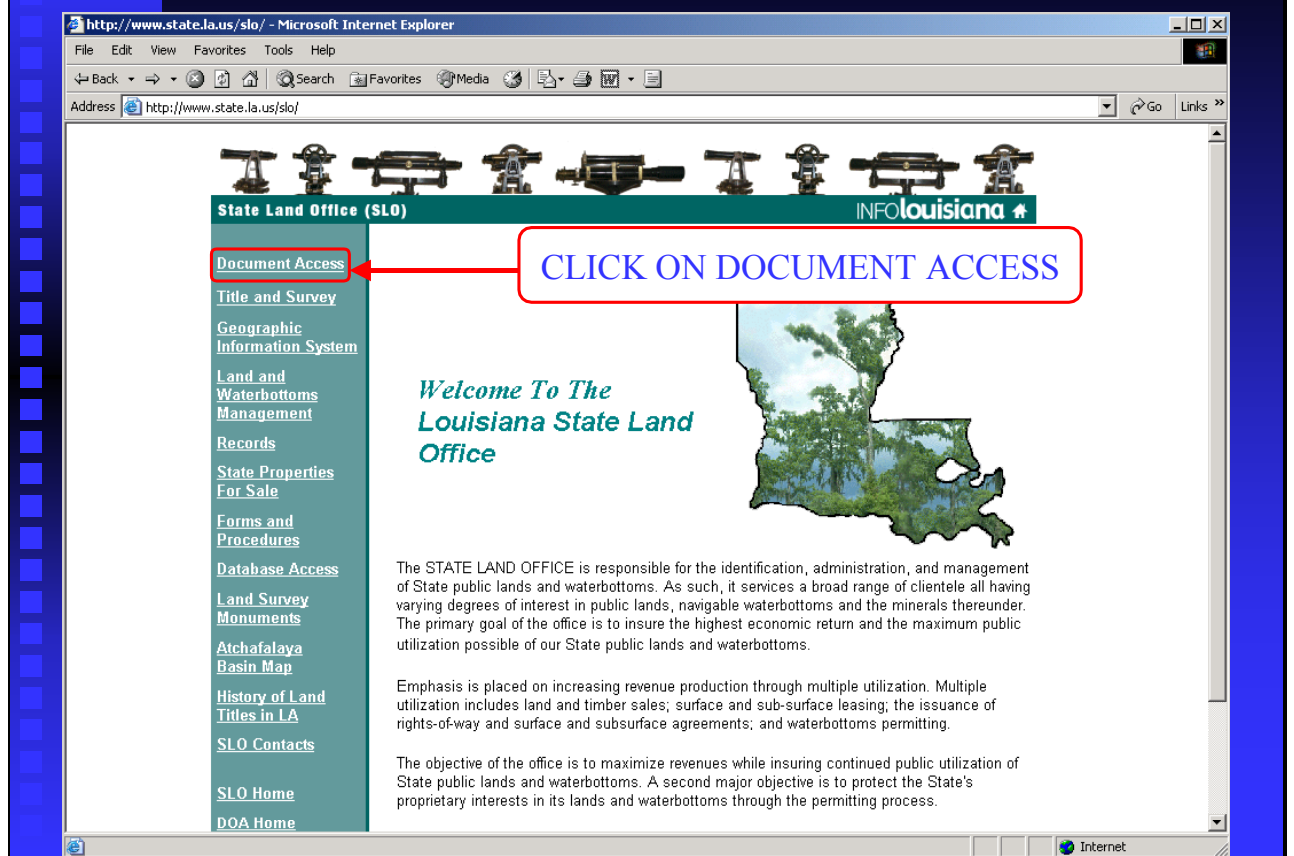
Use of the system requires Microsoft Windows and Internet Explorer 4 or newer. There is also a FileNet web viewer component that must be installed prior retrieving documents.

GETTING STARTED – SLO HOMEPAGE



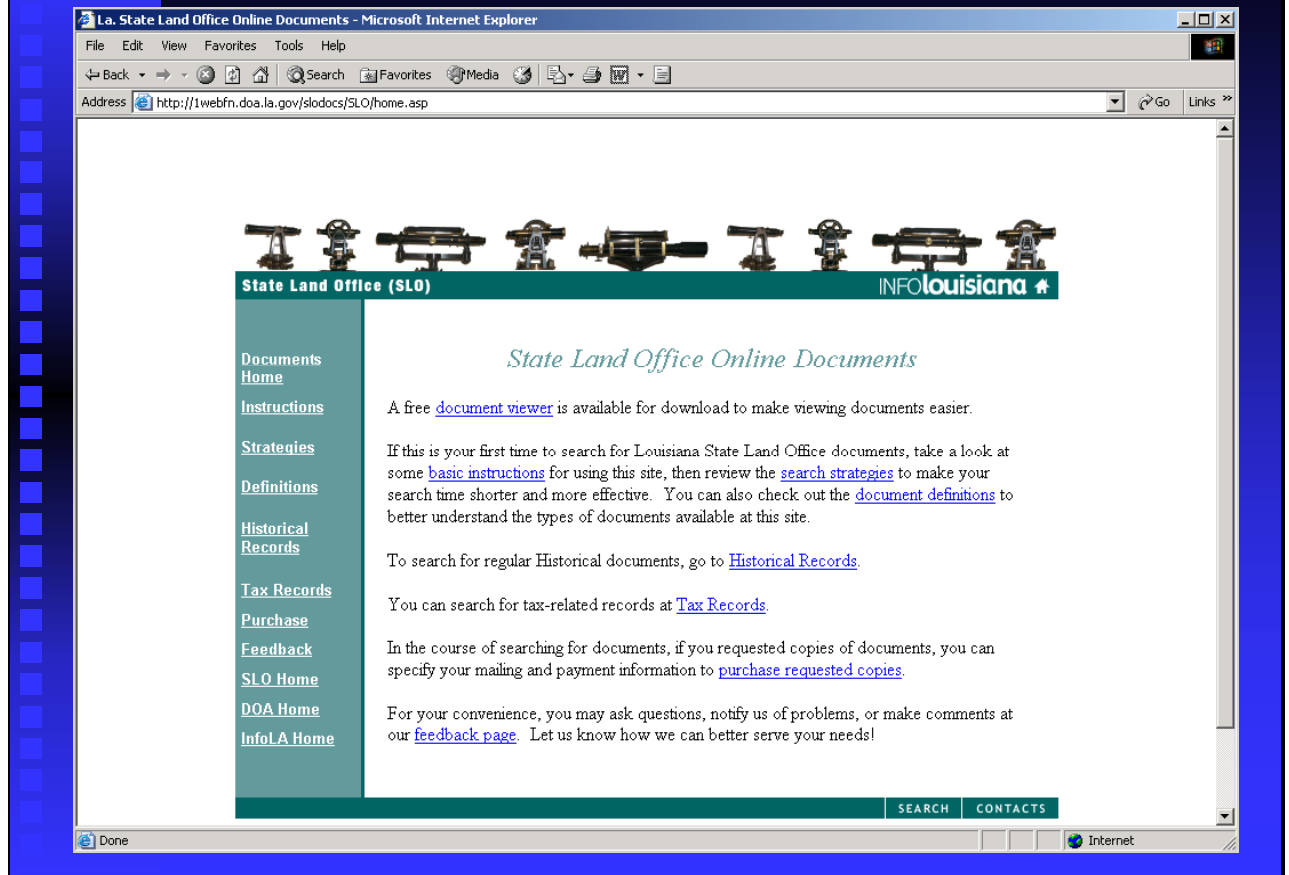
The Online Document Management System can be accessed through the SLO homepage, at www.state.la.us/slo/.

ACCESSING DOCUMENT SEARCH PAGE



To access the Online Document Management System, click on Document Access, the upper most option in the menu bar on the left side of the page.

ONLINE DOCUMENTS HOME PAGE



The Online Documents Home Page will appear. On the home page there are links to the main functionality of the Online Document Management System in both the text of the page and the menu bar on the left side of the page. There is a special document viewer available that enables the web browser to display the documents. The link to download this viewer is only available in the text of the Online Documents Home Page.

DOWNLOAD AND INSTALL VIEWER FIRST

La. State Land Office Online Documents - Microsoft Internet Explorer

Address <http://1webfn.doa.la.gov/slodocs/SLO/home.asp>

State Land Office (SLO) INFOlouisiana

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[InfoLA Home](#)

State Land Office Online Documents

A free [document viewer](#) is available for download to make viewing documents easier.

If this is your first time to search for Louisiana State Land Office documents, take a look at some [basic instructions](#) for using this site, then review the [search strategies](#) to make your search time shorter and more effective. You can also check out the [document definitions](#) to better understand the types of documents available at this site.

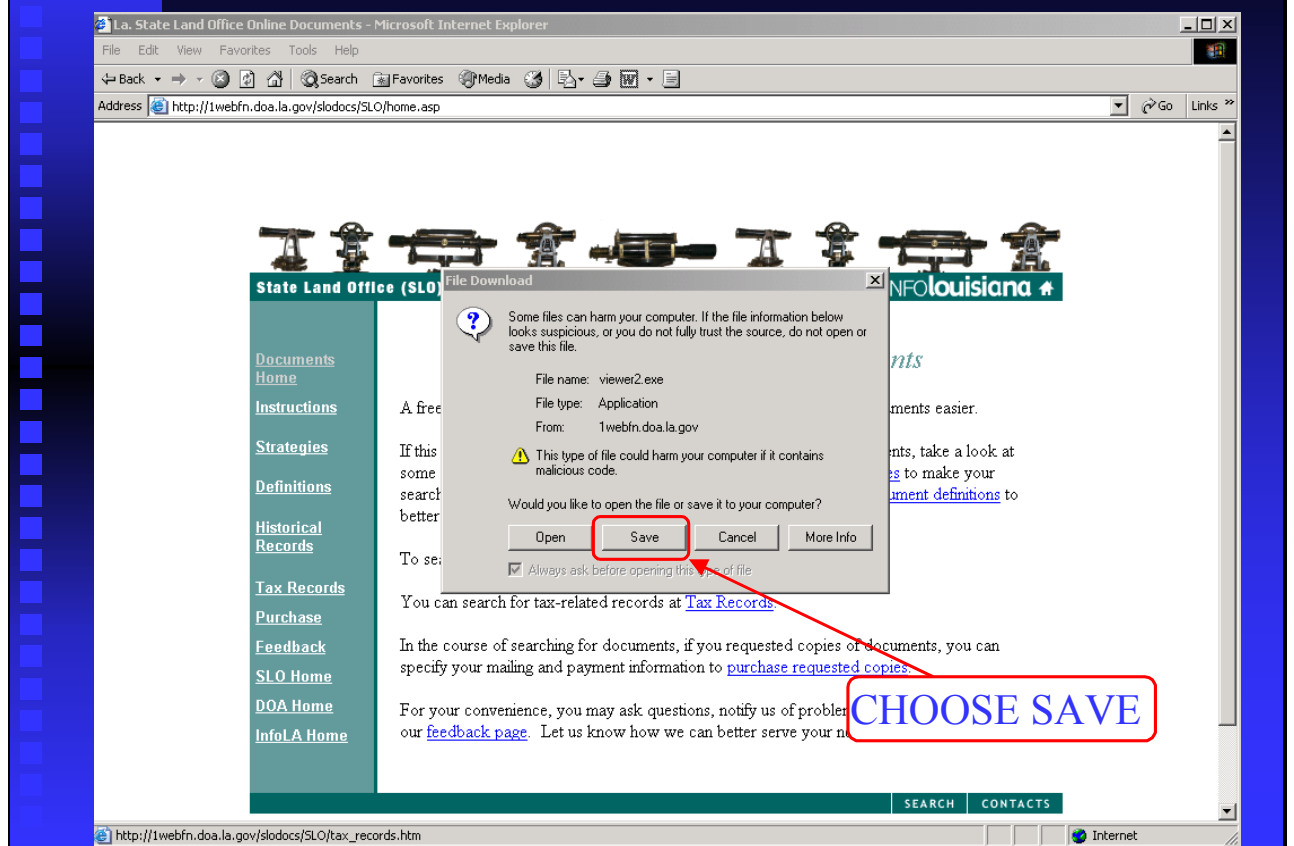
To search for regular Historical documents, go to [Historical Records](#).

CLICK ON THE DOCUMENT VIEWER LINK TO DOWNLOAD THE FREE VIEWER THE VIEWER IS REQUIRED TO VIEW THE SCANNED IMAGES

SEARCH CONTACTS

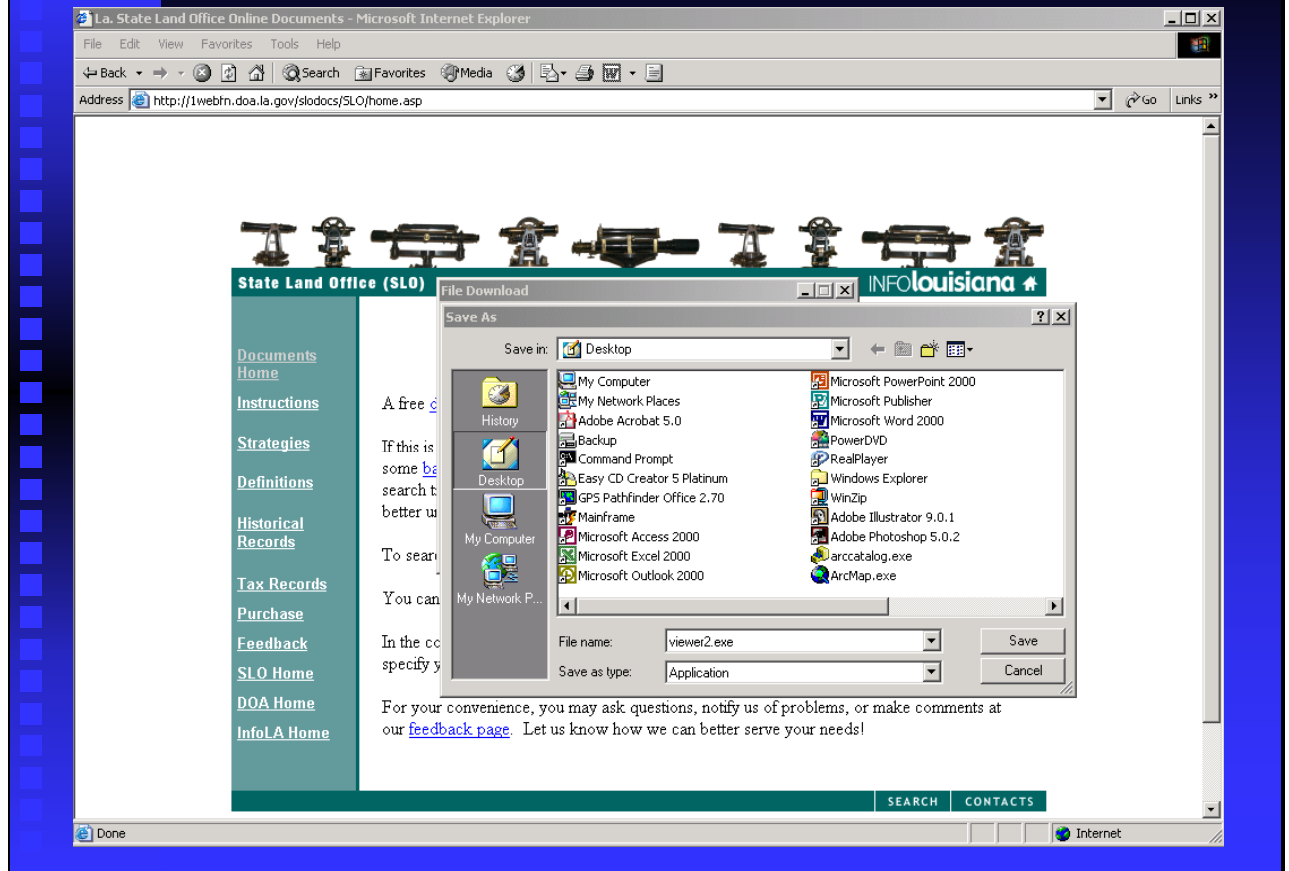
Click on the “document viewer” link in the first sentence to begin downloading.

SAVE VIEWER2.EXE TO YOUR COMPUTER



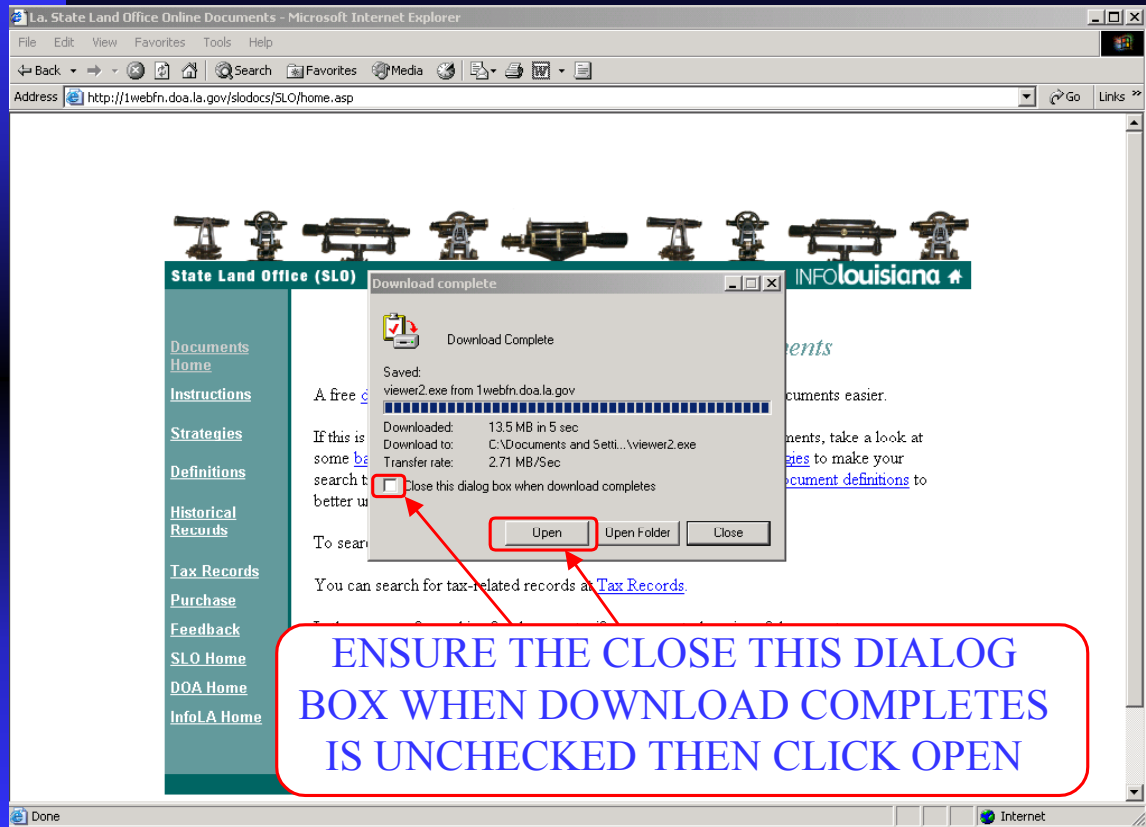
You will be prompted to either open or save the viewer2.exe file, choose save.

CHOOSE WHERE THE FILE WILL BE SAVED



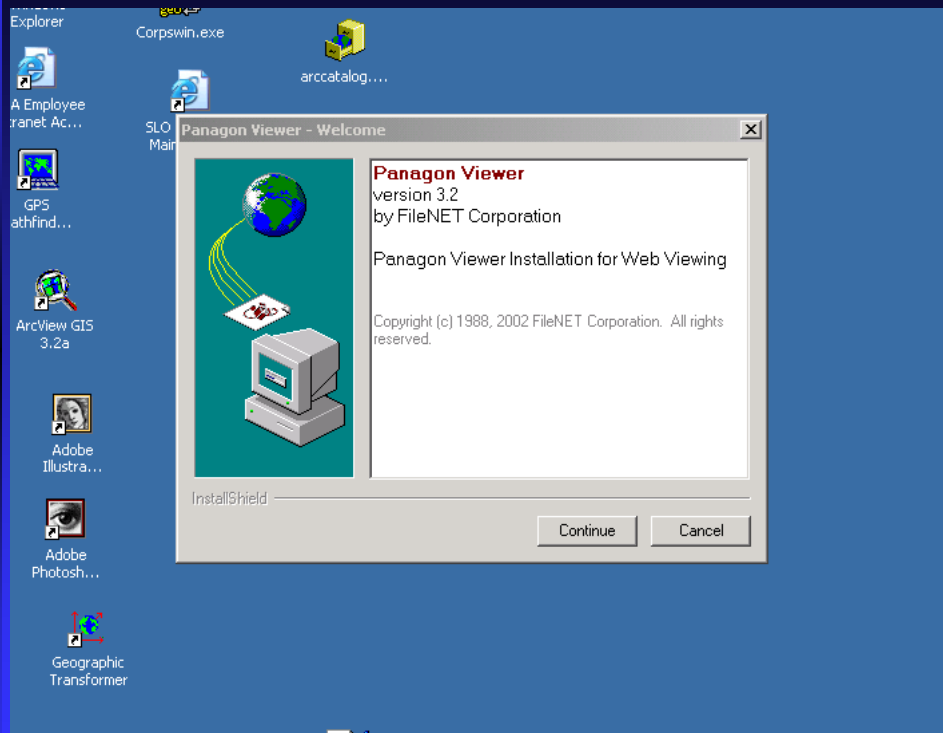
At the “Save In:” selection, select the location where you wish to save this file.

OPEN FILE AFTER DOWNLOAD IS COMPLETE



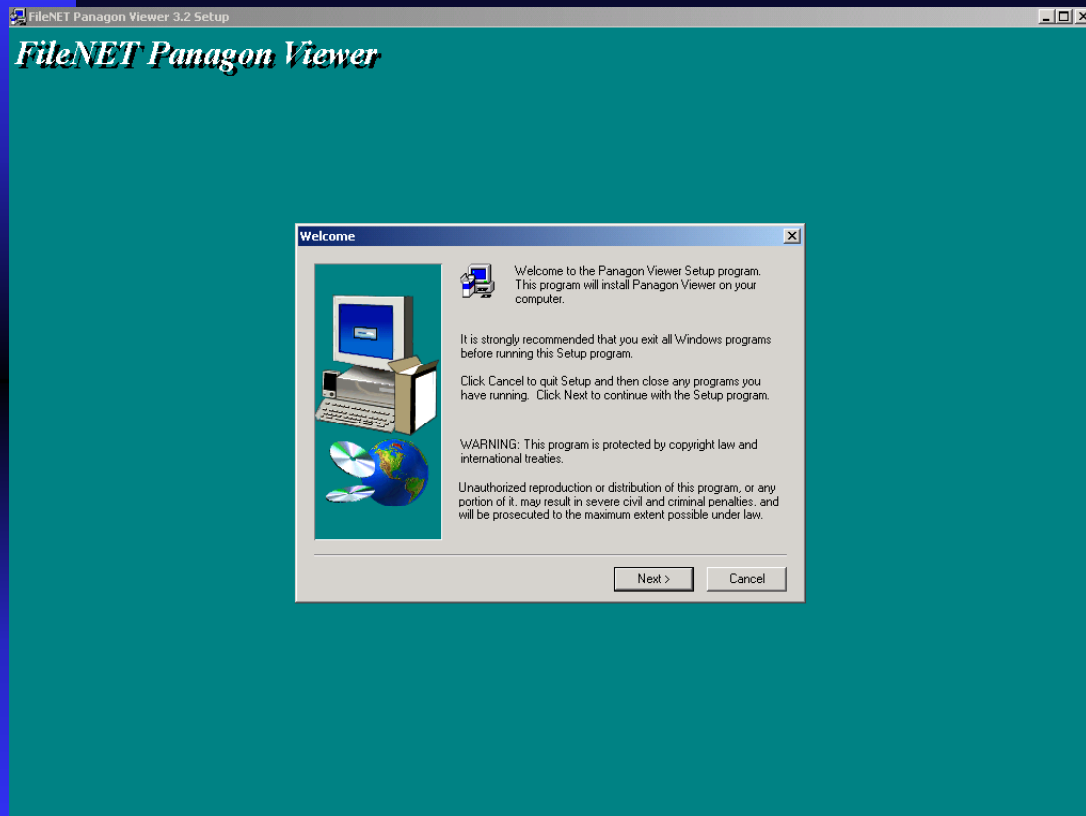
Make sure the “Close this dialog box when download completes” box is unchecked. Click on Open after download completes.

INSTALLING THE VIEWER



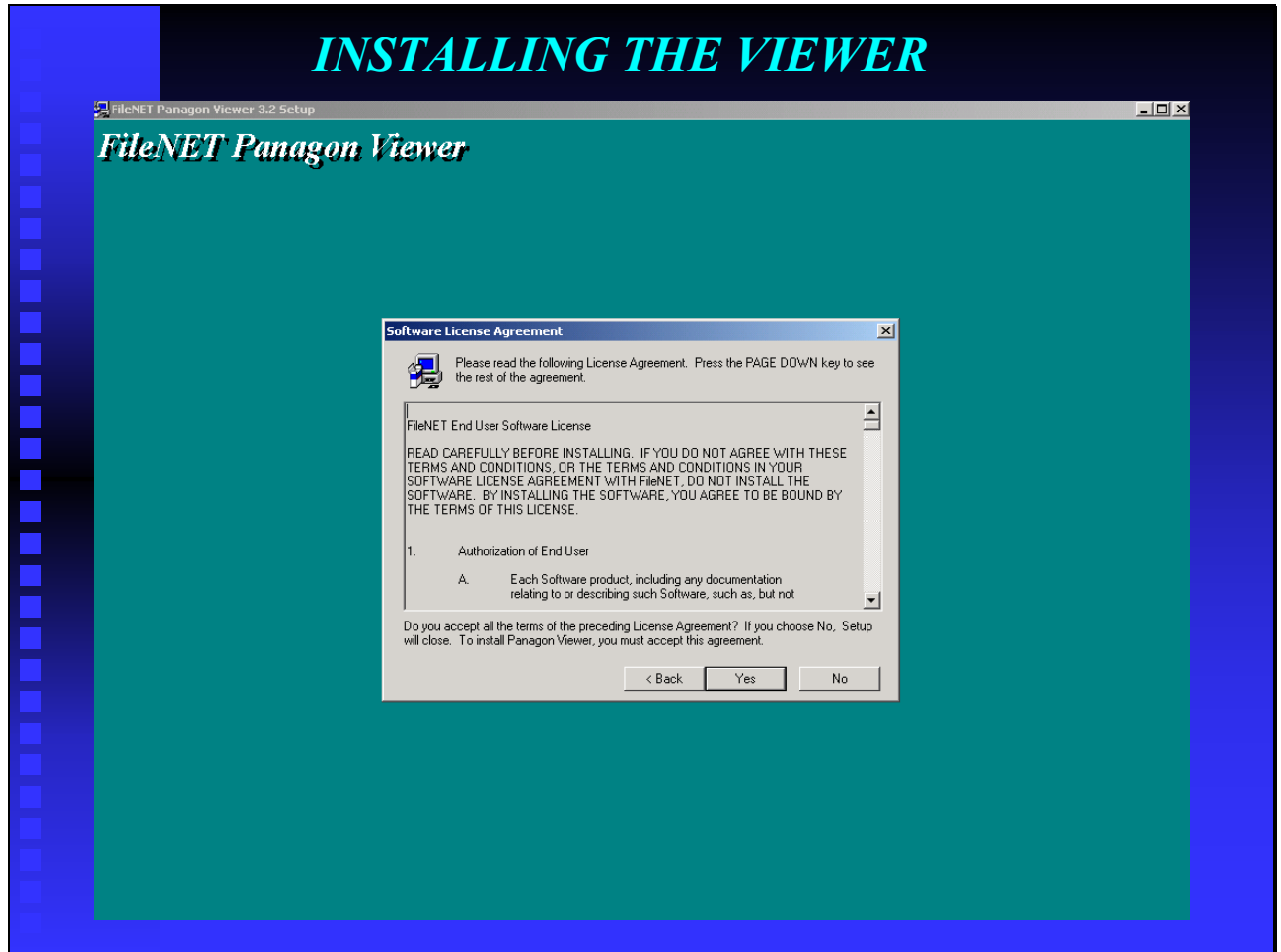
The viewer will begin installing, click Continue.

INSTALLING THE VIEWER



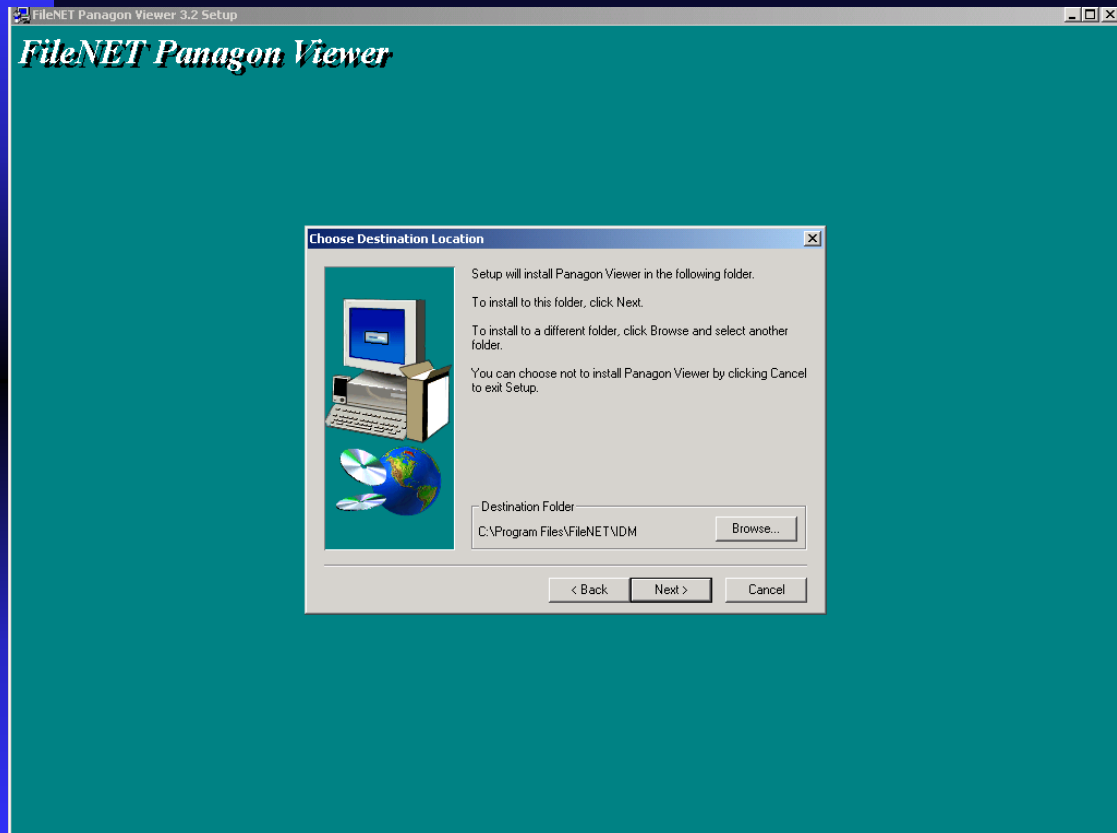
Click the "Next" button

INSTALLING THE VIEWER



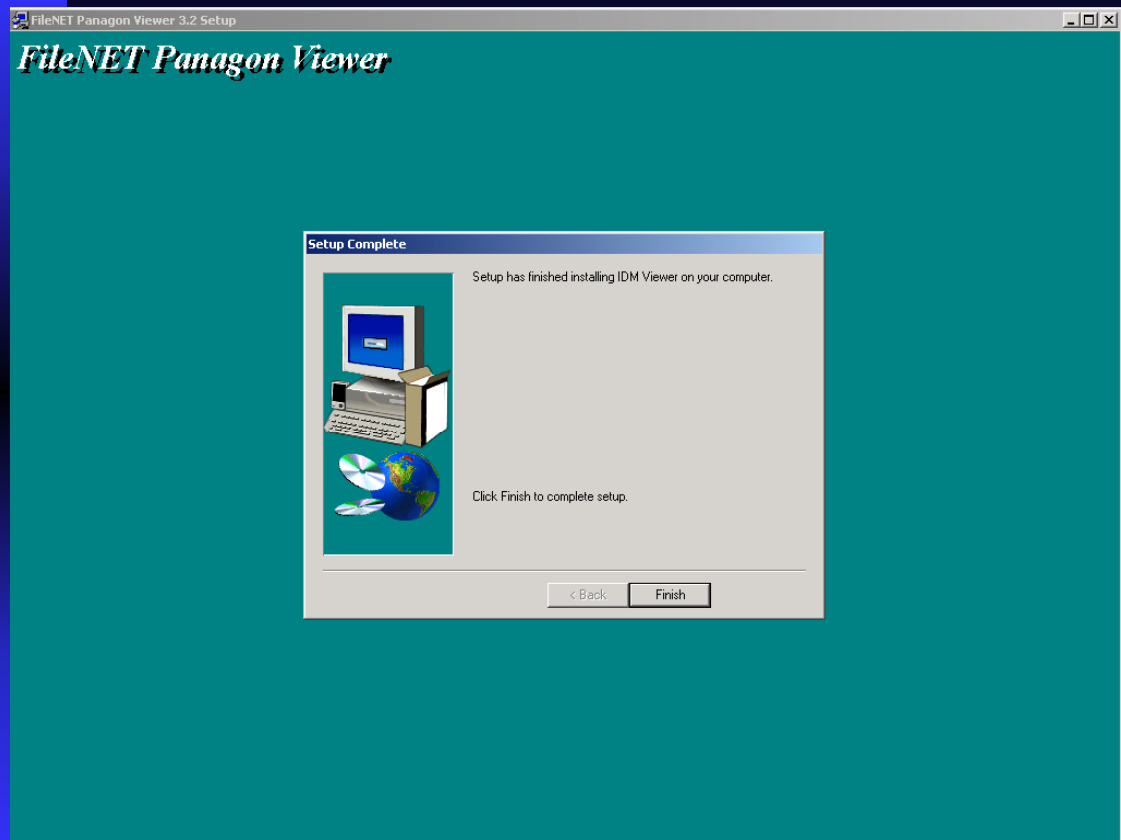
Read the Software License Agreement, then click “Yes” to continue the installation.

INSTALLING THE VIEWER



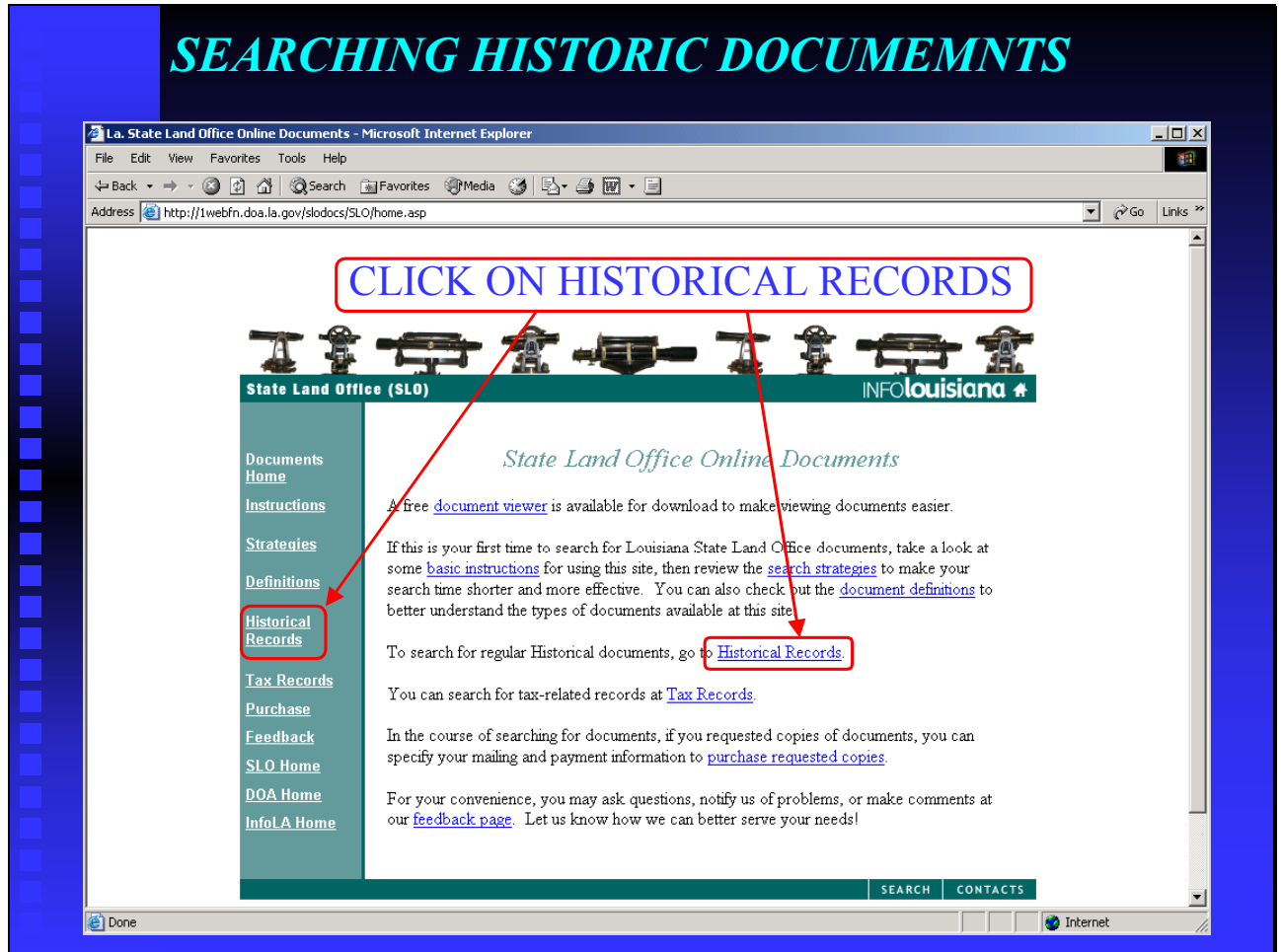
Select the location where you wish to install the viewer, then click “Next”.

INSTALLING THE VIEWER



Click "Finish" when the installation is complete. Some users may need to restart the computer at this point. When this is completed, you're ready to view the documents.

SEARCHING HISTORIC DOCUMENTS



To search for historical records, click the “Historical Records” link.

HISTORIC RECORDS SEARCH PAGE

Historical Records - La. State Land Office Online Documents - Microsoft Internet Explorer

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Address http://1webfn.doa.la.gov/slodocs/SLO/hist_records.htm Go Links

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Document Type Unspecified Execute Search
Doc ID Number List
Title of Volume List
Land District List
Township List
Range List
Section List
Original Owner List
Date of Sale equals List
Patent Number List
Certificate Number List
Surveyor List

Done Internet

The Historic Records Search Page allows search criteria to be specified. The search criteria act as cumulative filters for the documents returned. For example, if a Document Type and a Land District are specified, then only documents that are of that type AND that are associated with that land district will be returned.

Each criteria field (except Document Type) has a List button that displays a list of valid values for the field. In most cases, this list will also be filtered by other search criteria that have been specified. For example, if a Land District has been specified and the List button is clicked for Township, only the townships that are in that land district will be listed. If a township has been specified and the List button for Land District is clicked, then only the districts that contain that township are listed. The following pages will outline the steps to find field notes for T9S-R4E.

LISTING DOCUMENT TYPES

Historical Records - La. State Land Office Online Documents - Microsoft Internet Explorer

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Address http://1webfn.doa.la.gov/slodocs/SLO/hist_records.htm

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Document Type Unspecified List
Doc ID Number List
Title of Volume List
Land District List
Township List
Range List
Section List
Original Owner List
Date of Sale equals List
Patent Number List
Certificate Number List
Surveyor List

Execute Search
New Search

CLICK ON DROP-DOWN FOR DOCUMENT TYPE SELECTION

Done Internet

The Document Type field is the only field with a dropdown instead of a List function, click the dropdown arrow and choose the document type you wish to search for.

CHOOSING DOCUMENT TYPE

Historical Records - La. State Land Office Online Documents - Microsoft Internet Explorer

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Document Type
Doc ID Number
Title of Volume
Land District
Township
Range
Section
Original Owner
Date of Sale
Patent Number
Certificate Number
Surveyor

Unspecified
Unspecified
ABSTRACT DOCUMENTS
ACTS / LEGAL
AMERICAN STATE PAPERS
BEARING TREES
CERTIFICATES
CHOCTAW DOCUMENTS
FIELD NOTES

Execute Search
New Search

List
List
List
List
List

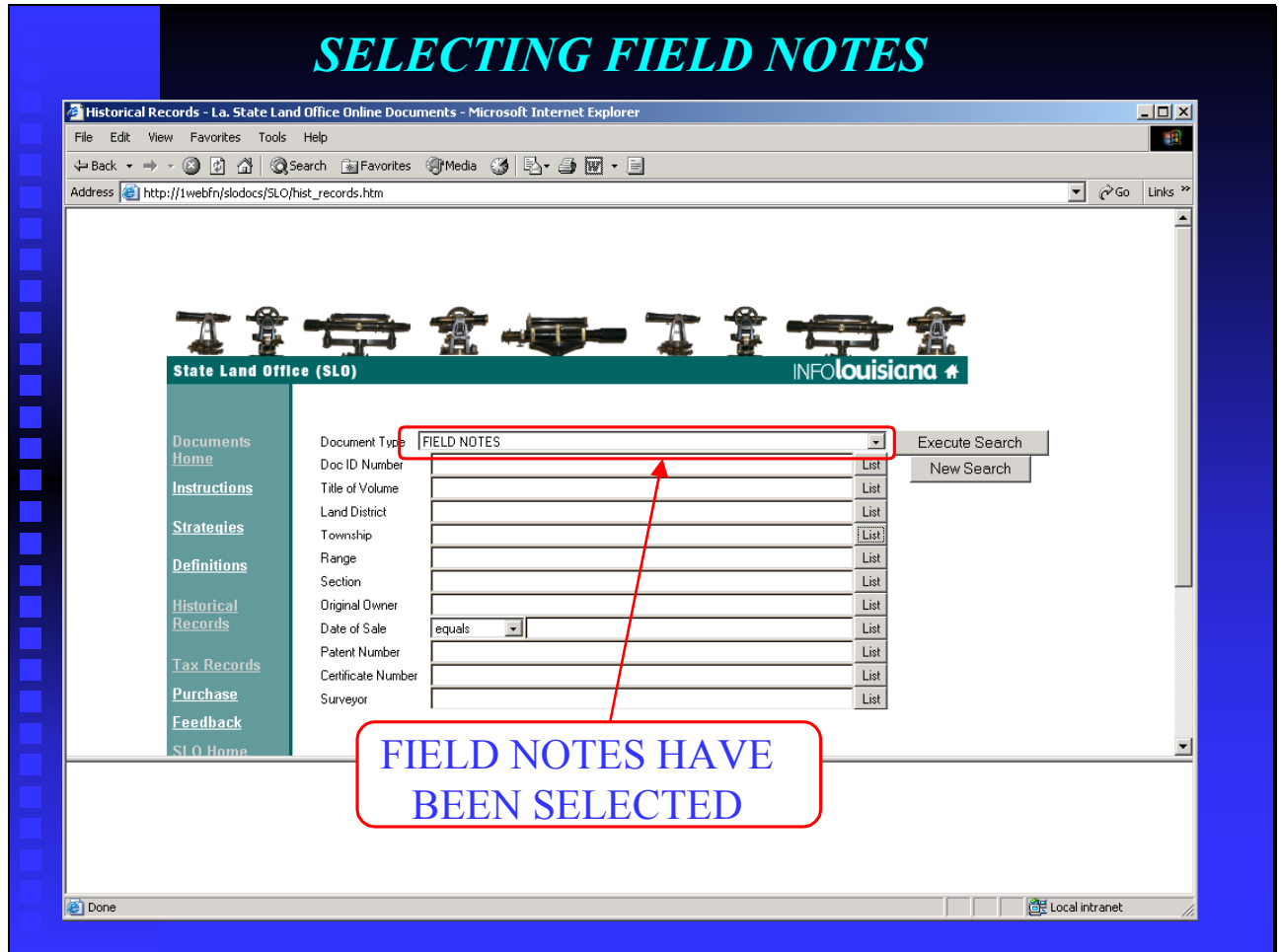
equals

Applet started Local intranet

CHOOSE DOCUMENT TYPE FROM DROP-DOWN LIST

Click on the document type you wish to select.

SELECTING FIELD NOTES



Field notes have been selected in this example.

LISTING TOWNSHIPS

Historical Records - La. State Land Office Online Documents - Microsoft Internet Explorer

Address: http://1webfn/slodocs/SLO/hist_records.htm

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Document Type: FIELD NOTES

Doc ID Number: List

Title of Volume: List

Land District: List

Township: List

Range: List

Section: List

Original Owner: List

Date of Sale: equals List

Patent Number: List

Certificate Number: List

Surveyor: List

Execute Search
New Search

LIST VALID
TOWNSHIP VALUES

Done Local intranet

Click on the List button to list valid values for Township.

CHOOSING A TOWNSHIP/RANGE

The screenshot shows a web browser window displaying the 'INFOlouisiana' website. A 'TOWNSHIP - 50 Values' dialog box is open, listing township values from 10N to 2N. A red box highlights this list, and a red arrow points from a text box to the 'OK' button. The text box contains the instruction: 'VALID TOWNSHIP VALUES ARE LISTED, CHOOSE ONE AND CLICK OK'. The background website features a search interface with a 'FIELD NOTES' dropdown, a search input field, and buttons for 'Execute Search' and 'New Search'. The website also displays a header with the 'INFOlouisiana' logo and a footer with a 'Local intranet' link.

Warning: Applet Window

VALID TOWNSHIP VALUES ARE LISTED, CHOOSE ONE AND CLICK OK

From the list window, choose 9S. Then click the List button for Range and choose 4E.

CHOOSING A SURVEYOR

The screenshot shows a web browser window displaying the INFOlouisiana website. A pop-up window titled "SURVEYOR - 8 Values" is open, listing the following names: GEORGE GRANDJEAN, JOHN CAP, JOHN GILMORE, JOHN KAP, JOSEPH GORLINSKI, M LUDLOW, SAMUEL JOHNSON, and WILLIAM JOHNSON. The pop-up has "OK" and "Cancel" buttons. A red arrow points from a text box at the bottom right to the "List" button next to the "9S" entry in the "FIELD NOTES" table on the website. The website also features a search bar, a "New Search" button, and a "Warning: Applet Window" message.

**SURVEYORS FOR A TOWNSHIP/
RANGE CAN ALSO BE LISTED**

If you know the surveyor you're interested in, click the List function for Surveyor and choose the surveyor. For this example, we'll choose Samuel Johnson.

SEARCHING FOR DOCUMENTS

Historical Records - La. State Land Office Online Documents - Microsoft Internet Explorer

Address: http://1webfn/slodocs/SLO/hist_records.htm

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Document Type	FIELD NOTES	
Doc ID Number		List
Title of Volume		List
Land District		List
Township	9S	List
Range	4E	List
Section		List
Original Owner		List
Date of Sale	equals	List
Patent Number		List
Certificate Number		List
Surveyor	SAMUEL JOHNSON	List

Execute Search
New Search

AFTER INFORMATION IS ENTERED, CLICK EXECUTE SEARCH

http://1webfn/slodocs/SLO/hist_search.asp# Local intranet

All the necessary information has been entered.

RETURNED DOCUMENTS

Historical Records - La. State Land Office Online Documents - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Document Type	FIELD NOTES	List
Doc ID Number		List
Title of Volume		List
Land District		List
Township	9S	List
Range	4E	List
Section		List
Original Owner		List
Date of Sale	equals	List
Patent Number		List
Certificate Number		List
Surveyor	SAMUEL JOHNSON	List

Execute Search
New Search

5 matching documents found:

Document Title

[FIELD NOTES SOUTHWEST DISTRICT BOOK 13 & 14 W. C. ROBERTS, SAMUEL JOHNSON, PHELPS & BARROW, JOHN RYKOWSKI, JOHN CAMPELL](#)

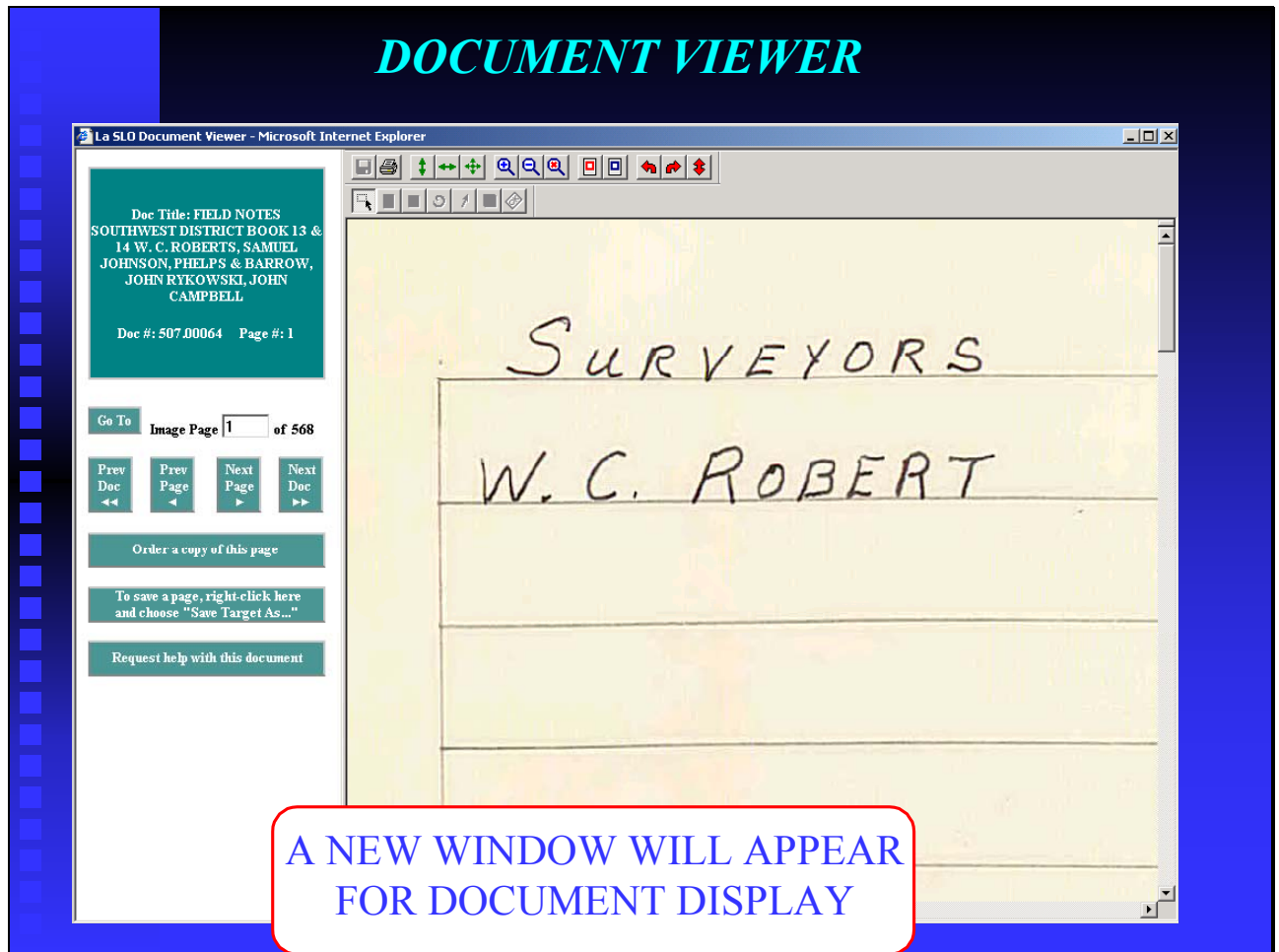
[FIELD NOTES S. W. D. WB JACKSON & S. JOHNSON VOL. 40](#)

[NO'S 13 & 14 SYO SWD A.S. PHELPS - SAMUEL JOHNSON, JOS. IRWIN & CM LAWSON](#)

Local intranet

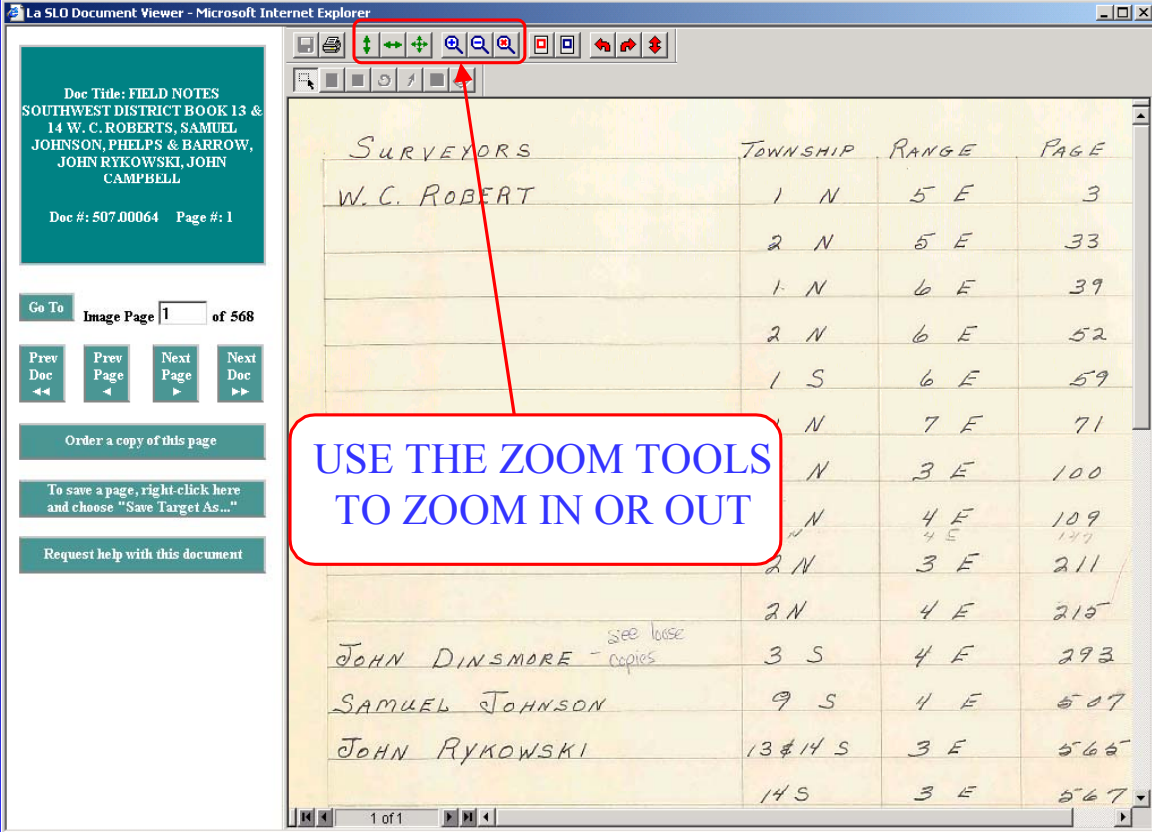
The documents meeting the search criteria are returned in the bottom window. Click on the document you wish to view.

DOCUMENT VIEWER



A new viewer window will pop up, this is where the document will be displayed.

ZOOM TOOLS



Doc Title: FIELD NOTES
SOUTHWEST DISTRICT BOOK 13 &
14 W. C. ROBERTS, SAMUEL
JOHNSON, PHELPS & BARROW,
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SURVEYORS	TOWNSHIP	RANGE	PAGE
W. C. ROBERT	1 N	5 E	3
	2 N	5 E	33
	1 N	6 E	39
	2 N	6 E	52
	1 S	6 E	59
	N	7 E	71
	N	3 E	100
	N	4 E	109
	N	4 E	117
	2 N	3 E	211
	2 N	4 E	215
JOHN DINSMORE - see loose copies	3 S	4 E	293
SAMUEL JOHNSON	9 S	4 E	507
JOHN RYKOWSKI	13 & 14 S	3 E	566
	14 S	3 E	567

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Use the zoom buttons to zoom to the proper size. Most documents will initially appear too big and will need to be zoomed out for viewing.

ROTATE TOOLS

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	2 N	5 E	33
	1 N	6 E	39
	2 N	6 E	52
	1 S	6 E	59
	1 N	7 E	71
	2 N	3 E	100
	2 N	4 E	109
	2 N	3 E	211
	2 N	4 E	215
JOHN DINSMORE - see loose copies	3 S	4 E	293
SAMUEL JOHNSON	9 S	4 E	507
JOHN RYKOWSKI	13 & 14 S	3 E	566
	14 S	3 E	567

USE ROTATE TOOLS TO ROTATE IMAGE

Some documents will need to be rotated to the proper orientation.

DOCUMENT TITLE

Doc Title: FIELD NOTES
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DOCUMENT TITLE
IS DISPLAYED HERE

Document information is displayed in the upper green box. The Doc. # can be used in the search window to search for a particular document.

GETTING TO SPECIFIC PAGES

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		3 E	100
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		4 E	215
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SAMUEL JOHNSON	9 S	4 E	507
JOHN RYKOWSKI	13 & 14 S	3 E	566
	14 S	3 E	567

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TYPE IN A PAGE NUMBER
AND CLICK GO TO TO GET
TO A SPECIFIC PAGE

Navigating to specific pages within a document can be done by typing the page number in the box and clicking Go To.

FLIPPING PAGES WITHIN A DOCUMENT

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Pages within a document can be flipped using the Next Page and Prev Page buttons.

FLIPPING TRACT BOOK PAGES

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	14 S	3 E	567

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CLICK HERE TO
REQUEST HELP
WITH A DOCUMENT

Click this button to request help interpreting a document from the SLO staff.

FINDING THE INFORMATION YOU NEED

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JOHN RYKOWSKI	13 & 14 S	3 E	566
	14 S	3 E	567

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To find the field notes for T9S-R4E, first locate the pages in the document that contain the information.

FIND THE PAGE NUMBER YOU NEED

Doc Title: FIELD NOTES
SOUTHWEST DISTRICT BOOK 13 &
14 W. C. ROBERTS, SAMUEL
JOHNSON, PHELPS & BARROW,
JOHN RYKOWSKI, JOHN
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	2 N	5 E	33
		6 E	39
		6 E	52
		6 E	59
	1 N	7 E	71
	2 N	3 E	100
	2 N	4 E	109
	2 N	3 E	211
	2 N	4 E	215
JOHN DINSMORE - see loose copies	3 S	4 E	293
SAMUEL JOHNSON	9 S	4 E	507
JOHN RYKOWSKI	13 & 14 S	3 E	566
	14 S	3 E	567

For this example, the field notes are on page 507 of the document.

GETTING TO PAGE 507 (OF THE DOCUMENT)

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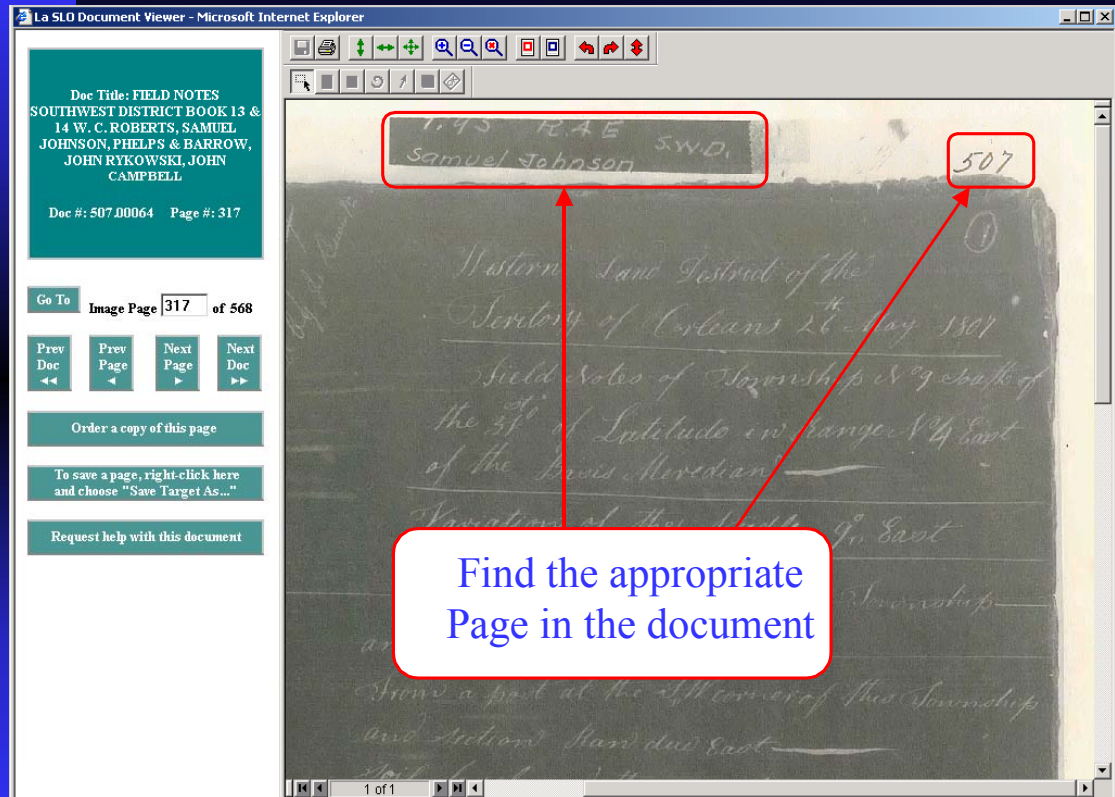
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Note that document page numbers are not the same as Image page numbers.

DOCUMENT PAGE 507 = IMAGE 317



Note that page 507 of the document is actually Image Page 317. The user must flip through the book to find the pages needed.

FINDING THE PLAT

Historical Records - La. State Land Office Online Documents - Microsoft Internet Explorer

Address: http://1webfn/slodocs/SLO/hist_records.htm

State Land Office (SLO) INFOlouisiana

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Document Type: **PLATS, OFFICIAL**
Doc ID Number: List
Title of Volume: List
Land District: List
Township: 9S List
Range: 4E List
Section: List
Original Owner: List
Date of Sale: equals List
Patent Number: List
Certificate Number: List

Execute Search
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3 matching documents found:

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Document Type: PLATS OFFICIAL
Doc ID Number: List
Title of Volume: List
Land District: List
Township: 9S List
Range: 4E List
Section: List
Original Owner: List
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Patent Number: List
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Document Type: PLATS, OFFICIAL
Doc ID Number: List
Title of Volume: List
Land District: List
Township: 9G List
Range: 4E List
Section: List
Original Owner: List
Date of Sale: equals List
Patent Number: List
Certificate Number: List

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Document Title
[OFFICIAL PLAT MAP: 1853 ORIGINAL PLAT OF T 09S, R 04E, GRE](#)
[OFFICIAL PLAT MAP: 1896 RESURVEY OF T 9S, R 4E, SWD](#)
[OFFICIAL PLAT MAP: 1898 SUPPLEMENTAL PLAT FOR T 9S, R 4E, SWD](#)
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Documents are returned in the bottom window.

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Doc Title: OFFICIAL PLAT MAP:
1896 RESURVEY OF T 9S, R 4E, SWD

Doc #: 522.00249 Page #: 1

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T.9 S.—R.4 E. South Western Dist. La.

1 of 1

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